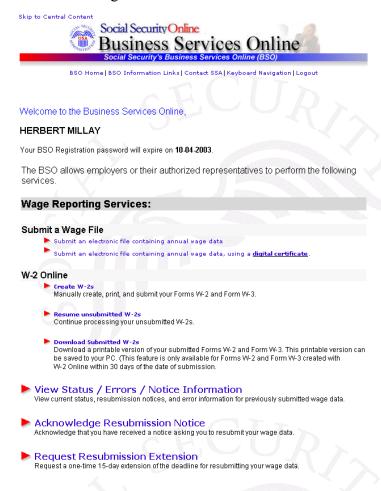
Business Services Online Tutorial

How to use Request Resubmission Extension

- **Step 1:** Login to Business Services Online via the Business Services Online Welcome Page.
- **Step 2:** Select the 'Request Resubmission Extension' link from the Business Services Online Home Page.



Step 3: The Request Resubmission Extension page will display.

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| Central Content |
| Request Resubmission Extension |
| Use this form if you need to request a one-time 15-day extension of the deadline for resubmitting your wage data. This page only applies if the Social Security Administration has sent you a notice requiring you to resubmit your data. Before requesting an extension, you must first acknowledge receipt of the resubmission notice. |
| Please specify the Employer Identification Number (EIN), Wage File Identifier (WFID) or Tape Library Control Number (TLCN), and Receipt Year exactly as they appear on the resubmission notice you received from the Social Security Administration. |
| EIN: 000000000 |
| WFID / TLCN : 301588 _ 01 |
| Receipt Year: 2002 💌 |
| Request Extension Cancel Help |

Have a question? Call **1.800-772.6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800-325-0778.**

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- **Step 4:** Enter your Employer Identification Number (EIN), Wage File Identification Number (WFID) or Tape Library Control Number (TLCN), and Receipt Year.
- Step 5: Select 'Request Extension' to process request or select 'Cancel' to exit.

Step 6: After you have submitted your request, a Request Extension Acknowledgement Page will display.

Social Security Online

Business Services Online

Social Security's Business Services Online (BSO)

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Central Content

Resubmission Extension Acknowledgment Date: 04-Dec-02 Time: 01:43 PM

Eastern Time

Your request has been granted for a 15-day extension to resubmit your annual wage data to the Social Security Administration. No further extensions will be offered. Use your browser menu to save or print this acknowledgement of receipt for your records.

You have received a 15-day extension for WFID/TLCN 301763 - 01 and Receipt Year 2002.

The new deadline for filing your resubmission is 07/15/2002. The original deadline was 05/01/2002.

If you need assistance, please call the Employer Reporting Branch at 1-800-772-6270 between Monday and Friday, 7:00 a.m. to 7:00 p.m. Eastern Time.

BSO Home

Have a question? Call **1.800-772.6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800-325.0778.**

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(**Note**: If you have not acknowledged receipt of your notice prior to requesting an extension, you will receive the following error message.)



Request Resubmission Extension Error

RESUBMISSION CONFIRMATION NOT RECEIVED We were unable to process your resubmission extension request. You must acknowledge receipt of your resubmission notice before requesting an extension. Please select the button below to acknowledge receipt of your resubmission notice and request a 15-day extension.

Acknowledge Notice and Request Extension

Have a question? Call **1.800-772-6270** to speak with Employer Customer Service personnel. For TDD/TTY call **1.800-325-0778.**

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If you receive this error message, select 'Acknowledge Notice and Request Extension'. The Acknowledge Notice page will display. Repeat steps 1-5.

